



Intelligence, Delivered

Supplier Registration Guide

Benefits of Supplier Registration

Initiate a Relationship

- Access to prospective new business opportunities
- Enhanced communication leads to lasting relationships
- Standardization ensures visibility of your company's information

Market Your Company

- Detailed profile shows the customer how you meet its needs
- Explicit list of the products and services you offer
- Upload proper documentation if you are a diverse supplier

The Registration Process



Step 1: Please follow the link from your customer's Website

stewardship **Energy Corp** search site Go Advanced Search

About Us **Suppliers** Energy Sources Transmission Environment Careers

Suppliers > Suppliers & Purchasing

Suppliers

Suppliers & Purchasing ▾

What We Buy

Supplier Diversity

Supplier Registration

U.S. Tax Information for Foreign Vendors

RFPs

Suppliers & Purchasing

We value open relationships with our suppliers. Our customers, shareholders and employees expect the highest quality and service in every aspect of our business. We maintain that same standard for our suppliers and believe quality, service and cost advantages are best achieved when we work collaboratively toward common goals.

Our vendor qualification program is the first step in developing long-term relationships with our key suppliers. Our suppliers must be committed to continuous improvement and to maintaining the highest standards of quality and service. We fully recognize the importance of providing opportunities to minority and women-owned businesses.

Our suppliers must demonstrate a solid track record for:

- Customer service
- Lowest total cost of ownership
- On-time deliveries
- Communication
- Ethics
- Technical expertise

We also encourage our vendors to incorporate sustainable practices in their businesses as we do in ours. Companies

Vendor Registration

- ▶ **Complete the Vendor Registration Form**
- ▶ Job Aid: How to Register With Us (pdf, 393 KB)

Access the registration link directly from the your customer's website

The Registration Process



Step 2: Please enter the security code shown in the pop-up box

Energy Corp

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Email Check

- User Information
- Company Search
- Company Selection
- Personal Information
- Location Information
- Business Information
- Business Biography
- Diversity Classifications
- Products And Services

Email Security Check

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the this registration agree that, each link(s) on the lo

To begin registration, enter the security code shown in the image below.

Security Code * :

Click here for audio.

Submit

To ensure the security of the website, please enter the characters exactly as you see them

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The Registration Process



Step 3: Please enter your email address



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Email Check	Email Security Check
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the site is governed by these [Terms of Use](#) . By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

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The Registration Process



Step 4: Please enter your basic user information



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Email Check	User Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

First Name * :

Last Name * :

Email Address:

Work Phone * :

* Required Field

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The Registration Process



Step 5: Please enter your company's name



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Email Check	Company Search
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Please type your company name in the box and click Continue.

Company Name * :

* Required Field

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The Registration Process



Step 6: Please select or add your company



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Email Check

User Information

Company Search

Company Selection

Personal Information

Location Information

Business Information

Business Biography

Diversity Classifications

Products And Services

Company Selection

The companies below are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to PowerAdvocate Inc..

Exact Matching Companies

Select	Company Name	Active Users	Office Locations
--------	--------------	--------------	------------------

Similar Matching Companies

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	110	14
<input type="radio"/>	PowerAdvocate Contracts	5	1
<input type="radio"/>	Transformer Repair Inc. (PowerAdvocate Test Account)	1	1

Add company name (as you would like it to appear in our database):

☐

Back

Cancel

Continue

If your company name is not listed in the Matching Companies please select it

If your company name is listed in the Matching Companies please select it

The Registration Process



Step 7: Please enter your login and personal information



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Email Check	Personal Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Login Information

Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password each must be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric character.

User Name * :

Password * :

Confirm Password * :

Personal Information

Salutation:

Full Name:

Title * :

Time Zone * :

Mobile Phone:

Fax Number:

Mail Stop:

* Required Field

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The Registration Process

Step 8: Please select or add your company location

If your address is listed as a Registered Location please select it and skip to Step 10 of this guide



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Email Check
User Information
Company Search
Company Selection
Personal Information
Location Information
Add Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Location Information

The registered locations below are associated with your company. Look through the entire list below. If your location is listed, please select it using the appropriate radio button and click Continue.

If your company location is not listed, select Add New Location and click Continue.

Registered Locations

Select	Site Name	Address	State/Province	Zip/Postal Code	Country	Phone
<input type="radio"/>	PowerAdvocate - Bo...	179 Lincoln Street Boston	MA	02111	USA	(857) 453-5700
<input type="radio"/>		179 Lincoln St Boston	MA	02111	USA	
<input type="radio"/>	PowerAdvocate Bost...	179 Lincoln Street Boston	MA	02111	USA	
<input type="radio"/>	PowerAdvocate San...	111 Pine St. Suite 1850 San Francisco	CA	94111	USA	
<input type="radio"/>	PowerAdvocate Wes...	1618 W. Frye Road Phoenix	AZ	85045	USA	

☒ Add New Location

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If your address is not listed as a Registered Location please select to add it

The Registration Process



Step 9: Please add your location information



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Email Check	Add Location Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Country * :	<input type="text" value="United States"/>
Address 1 * :	<input type="text" value="179 Lincoln St"/>
Address 2:	<input type="text"/>
Town/City * :	<input type="text" value="Boston"/>
State/Province * :	<input type="text" value="Massachusetts"/>
Zip/Postal Code * :	<input type="text" value="02111"/>
Address Type * :	<input type="text" value="Business Office"/>
Site Type * :	<input type="text" value="Corporate"/>
Site Name:	<input type="text"/>
Site Phone:	<input type="text"/>
Site Description:	<input type="text"/>

* Required Field

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The Registration Process

Step 10: Please add your business information

Please enter your Employer Identification Number that you use for tax purposes

Please enter your Dun & Bradstreet Number if you have one (It is a unique 9-digit number for each of your company's locations used to bid on government proposals)

Please enter the North American Industry Classification System codes that best fit your business. (These are codes used by the government to classify industries. The full list of codes can be found here <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>)



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Email Check	Business Information																
User Information	Parent Company: <input type="text"/>																
Company Search	Company Legal Name: <input type="text"/>																
Company Selection	Doing Business As: <input type="text"/>																
Personal Information	Tax ID Number (EIN): <input type="text"/>																
Location Information	DUNS Number: <input type="text"/>																
Add Location Information	Company Website: <input type="text"/>																
Business Information	Company Phone Number: <input type="text"/>																
Business Biography	Company Fax Number: <input type="text"/>																
Diversity Classifications	Company Email Address: <input type="text"/>																
Products And Services	Primary NAICS Code: <input type="text"/>																
	Secondary NAICS Code: <input type="text"/>																
	Please enter other customer references that are in our industry or are an affiliate of our company:																
	<table border="1"><thead><tr><th>Company Name</th><th>Contact Name</th><th>Phone Number</th><th>Email Address</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Company Name	Contact Name	Phone Number	Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name	Contact Name	Phone Number	Email Address														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
	<div>Back Cancel Continue</div>																

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The Registration Process



Step 11: Please add your business biography



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Email Check	Business Biography
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Year Company was Founded * :	<input type="text" value="2000"/>
Number of Permanent Employees * :	<input type="text" value="200"/>
Is your company unionized? * :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Annual Revenue for 2011:	<input type="text"/>
Annual Revenue for 2010:	<input type="text"/>
Annual Revenue for 2009:	<input type="text"/>
Company Ownership:	<input type="text" value="Privately Owned"/>

Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

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The Registration Process



Step 12a: Please select your company's diversity classifications



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Email Check

User Information

Company Search

Company Selection

Personal Information

Location Information

Add Location Information

Business Information

Business Biography

Diversity Classifications

Products And Services

Diversity Classifications

Please select applicable diversity classifications below.

Diversity Classifications

Diversity Classification	Document	Start Date	Expiration Date	Actions
<input type="checkbox"/> Minority Business Enterprise (MBE) <ul style="list-style-type: none"><input type="checkbox"/> African American<input type="checkbox"/> Asian American<input type="checkbox"/> Hispanic American<input type="checkbox"/> Native American				
<input type="checkbox"/> Local Nevada Small Business Enterprise (SBE)				
<input type="checkbox"/> Service Disabled Veteran (SDVB/Self Certified)				
<input type="checkbox"/> Women's Business Enterprise (WBE)				

Back

Cancel

Continue

If you are certified as a diverse organization, please check the appropriate box(es) and go to Step 12b of this guide, otherwise, please skip to Step 13

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Step 12b: Please upload your supporting diversity documentation

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Diversity Classifications

Please select applicable diversity classifications below.

Diversity Classifications

Upload Diversity Certificate

Code: Service Disabled Veteran (SDVB/Self Certified)

Certificate * : Certificate.pdf

Effective Date * : 08/21/2012

Expiration Date * : 08/21/2014

*** Required Field**

Back Cancel Continue

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When you indicate you are a diverse organization, you will be prompted to upload the proper documentation from a recognized agency

The Registration Process



Step 13: Please select the Products & Services your company provides



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Email Check
User Information
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Location Information
Add Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Products And Services

Please select your products and services below:

Attention: Buyers find your company based on your selections. Please be as specific as possible and select all products and services that you provide.

All Items

- ☒ Mining Services
- ☒ Non Destructive Testing
- ☒ Oil and Gas Services
- ☒ Professional Services
 - ☐ Professional Services Other
- ☒ Safety Services
- ☒ Technical Services
- ☒ Testing and Analysis Services
- ☒ Training
- ☒ Transportation Services
- ☒ Water Treatment Services
- ☒ Weather Services
- ☒ T and D Equipment
- ☒ T and D Services
- ☒ Turbine

Saved Items

- ☒ Information Technology
 - ☒ Computer Software
 - ☐ Software

Add Item(s)
Remove Item(s)

Back **Cancel** **Finish**

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Please select
all the products
and services
your company
provides and
add them

The Registration Process

Step 14: Please click on Finish



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Email Check
User Information
Company Search
Company Selection
Personal Information
Location Information
Add Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Products And Services

Please select your products and services below:

Attention: Buyers find your company based on your selections. Please be as specific as possible and select all products and services that you provide.

All Items

- ☒ Mining Services
- ☒ Non Destructive Testing
- ☒ Oil and Gas Services
- ☒ Professional Services
 - ☐ Professional Services Other
- ☒ Safety Services
- ☒ Technical Services
- ☒ Testing and Analysis Services
- ☒ Training
- ☒ Transportation Services
- ☒ Water Treatment Services
- ☒ Weather Services
- ☒ T and D Equipment
- ☒ T and D Services
- ☒ Turbine

Saved Items

- ☒ Information Technology
 - ☒ Computer Software
 - ☐ Software

Add Item(s)
Remove Item(s)

Back **Cancel** **Finish**

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After submitting your company's registration you may go back and edit your information at any time by logging in to <https://www.poweradvocate.com/>

You need to click on "Finish" to submit your company registration